

Registered User Entering Data for Existing Facility

In order for us to approve these facility submissions, all the steps must be completed in the Annual Submission process in Tier II Manager for each facility for which you are responsible. This can be done by completing the following steps:

1. Log into Tier II Manager, <https://apps.dnrec.state.de.us/tier2/submit/>
2. At the Reporting Guidance page, click "Continue."
3. At the Main Menu, click on the Facility/Site Name link.
4. Once at the Submissions Listing Page, click the [Edit] link next to the current reporting year, which will take you to the Facility Home Page.
5. Go to Step 1: Review Facility Information and update the information by clicking on Edit Facility. You will need to complete this step to ensure Compliance Contact information is accurate and their e-mail address is correct.
6. Click "Save Changes" when complete.
7. Go to Step 2: Review Chemical and update chemical information by clicking Edit next to each chemical name that requires an update. Click Add Chemical to add a chemical to the chemical inventory and Delete to delete a chemical. NOTE: Delete only those chemicals which have not been on site during the calendar year for which you are reporting
8. Once you have completed the chemical inventory update, Go to Step 3: Review Attachments and review the Site Plan attached and update if necessary.
 - a. If you need to submit an updated hardcopy site plan, remove the current site plan and check the box indicating you are submitting a new site plan by hardcopy. If no updates are necessary, please click the blue "Confirm" below the box.
9. Under Step 4: Submit Tier II Report, click the Click Here link.
10. In the "Tier II Submission Instructions" box, click the Continue with Tier II Submission if you have completed all of your facility report.
11. In the "Select the class of Tier II Submission for . . .," click the radio button for "Annual Submission" and click Start.
12. Click Complete the Fee Exemption Questionnaire.
13. Complete the Fee Exemption Questionnaire and click Submit.
14. A box entitled "Requirements for Annual Submission for (your facility name here)" will appear. Review the Fee Exemption classification. If it is correct, click the Proceed with submission to proceed with your annual submission.
15. The "View Fee Summary" page will appear. Click the Pay Now button.
16. The "Make a Payment" screen will appear.
17. Under Select Amount, choose Invoice Amount.
18. Under the Select Payment Method, choose payment method you are using.
***Note: If paying with a check, it will be necessary to have check information ready prior to completing this step. Please request the accounting department for your organization send the check to you so that you can complete the submission process.
19. Click the Submit button, then confirm the information and click Submit again.
20. You will return to the "View Fee Summary" page. Click the Proceed with Tier II Submission button.
21. A box will appear titled, "Tier II ANNUAL SUBMISSION for (Your facility name here)."
22. Click the box beside the statement "I understand"
23. Put in the name and title of the person who will sign the Certification Statement with Fee Summary.
24. Click the Submit button, then click OK.

25. The Tier II Submission box will appear with a statement indicating that you have successfully completed the Submission.
26. Click Preview/Print the Annual Certification Letter. **Print this document.**
27. Complete the above steps for each facility you report for, then Sign Out of the program.
28. **Send a signed copy of the Certification Letter with Fee Summary, check (if paying with check), and hard copy documents** (such as site plans) to:
EPCRA Program, 156 S. State Street, Dover, Delaware 19901.

A facility submission is not considered complete until the signed Certification Letter with Fee Summary has been received for each facility.

If you have any questions during this process, please feel free to call 302-739-9405 for assistance.